



## ZONING CODE CHAPTER 18.32 ZONING VARIANCE SUBMITTAL INSTRUCTIONS and CHECKLIST

This checklist is not designed to be a substitute for the Zoning Code provisions and Applicants are expected to review the details of the code. Copies of the Zoning Code can be purchased in the Planning Department, or accessed online at [http://www.manitousprings-co.gov/PDF/Zoning\\_Code.pdf](http://www.manitousprings-co.gov/PDF/Zoning_Code.pdf)

A pre-application conference shall be scheduled with the Planning Staff prior to Zoning Variance submittal in order for the Applicant to:

1. Become acquainted with the variance and any other related City development requirements.
2. Obtain a checklist of what the application will need to include plus additional documentation that may be required as set forth in Section 18.32.030 of the Zoning Ordinance.

By **5:00 p.m. on the published submittal date** the following information, as specified in the Manitou Springs Zoning Code, shall be provided to the Planning Department:



- ☐ 1) A completed Development Review Application form with nonrefundable application fee.
- ☐ 2) A letter of explanation, which addresses the variance criteria stated in the Zoning Ordinance and which states the specific setback, height, etc., being requested.
- ☐ 3) Site Plan with one copy of 11"x 17", or three copies over 11"x 17" up to 24"x 36" and a reduced size (not to exceed 11" x 17"), showing locations of existing structures and proposed improvements and the setback requested. A request for height variance shall include elevation drawings illustrating the proposed building height.
- ☐ 4) Evidence of Mailed Notification.
- ☐ 5) Additional, detailed technical studies/data as required by the Planning Staff.